

◆◆◆◆ CAREER OPPORTUNITY ◆◆◆◆



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

Position Title: Court Reporter
Position Number: 12-03
Location: Oklahoma City
Open date: March 9, 2012
Close Date: April 9, 2012 (Interviews begin immediately)
Starting Salary Range: \$73,380 to \$84,387*
*Starting salary commensurate with qualifications and experience.

Applications are being accepted for the position of Court Reporter for the U.S. District Court located in Oklahoma City. Court Reporters are employed by the full court but may be assigned primarily to one judicial officer.

Qualifications:

- Must be United States citizen or eligible to work in the United States.
- Must possess a minimum of four years of court reporting experience in the freelance field of service, or in other courts, or a combination thereof.
- Must have qualified by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association, or passed an equivalent qualifying examination.
- Realtime court reporting experience is required.
- Realtime certification is preferred.

Representative Duties:

- Record testimony verbatim for civil and criminal court proceedings.
- Must maintain accurate, legible records that are auditable and maintain and safeguard records until they are disposed of according to statutory requirements and Judicial Conference policy.
- At the request of a party, or by order of the court, provide transcripts within the time and cost requirements of the Judicial Conference.
- Must adhere to the court's Court Reporter Management Plan located at www.okwd.uscourts.gov. (See Rules and Procedures, General Orders, General Order 07-2.)

BENEFITS. Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits as other federal government employees including a retirement plan, participation in health and life insurance programs, and paid holidays.

ADDITIONAL INFORMATION: Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense. This announcement may be closed at any time without notice. New employees must pass a background investigation. All employees are subject to mandatory electronic direct deposit of salary payment. Selected candidate will be subject to a one-year probationary period. All court employees are at will and therefore the selected candidate may be removed from this position at any time if after reasonable on-the-job training the selected candidate fails to perform at a satisfactory level.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, any of which action may occur without any prior written notice.

Salary Level 1: \$73,380

Salary Level 2: \$77,049 (requires merit certification)

Salary Level 3: \$80,718 (requires realtime certification)

Salary Level 4: \$84,387 (requires realtime certification and merit certification)

APPLICATION INSTRUCTIONS: Please send two copies of resume and cover letter explaining why you are qualified for this position to the address below by **April 9, 2012:**

Vacancy: 12-03
Robert D. Dennis, Clerk of Court
U.S. District Court
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102

An Equal Opportunity Employer